

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**NATURE CENTER DIRECTOR
PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional administrative work in planning, developing and directing the activities and operations of the Nature Center. Employee reports to the Superintendent of Recreation.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for planning, directing, and coordinating all activities of the Nature Center. Work involves implementing departmental policies and procedures, preparing and monitoring the divisions budget, supervising exhibit development and Center maintenance, and coordinating grant-seeking activities. Supervision is exercised over all departmental staff. In addition, the position serves as advisor to the Friends of the Nature Center, a 900-member non-profit organization dedicated to the advancement of the Nature Center. Tact and courtesy are required in frequent dealings with subordinate employees, associated agencies and the general public. Work is performed under the general supervision of the Superintendent of Recreation and is evaluated through conferences in terms of the efficiency and is evaluated through conferences in terms of the efficiency and effectiveness of departmental operations and public acceptance.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Supervises animal care and containment.
- Directs, coordinates, and evaluates the work of the Nature Center staff.
- Implements policies and procedures to guide Center operations.
- Prepares short- and long-range plans; develops and monitors the departmental budget.
- Makes recommendations for new exhibits.
- Oversees grounds and building developments and improvements.
- Performs public relation duties in conjunction with the City's Public Information Coordinator.
- Obtains supplementary funds for the Center.
- Oversees duties related to the reception and admission of visitors.
- Serves as an advisor to the Friends of the Nature Center, a non-profit organization dedicated to the advancement of the Nature Center.

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Performs various personnel management duties including, but not limited to, interviewing applicants, hiring employees, completing employee performance evaluations, and granting vacation and sick leave.

Supervises publicity program.

Supervises collections management.

Directs educational programming.

Oversees coordination of volunteers' activities.

Supervises maintenance of buildings and grounds.

Manages marketing efforts.

Manages wildlife rehabilitation efforts.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of museum or nature center administration.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the current literature, trends, and developments in the field of museum or nature center administration.

Considerable knowledge of Nature Center philosophies, operations, and practices.

Considerable knowledge of natural history and basic sciences.

Ability to develop and implement plans for development of the Nature Center.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited four-year college or university with major coursework in the natural sciences, education, public administration, business or a related field and 4 to 6 years experience in managing a nature center, natural history museum or a related setting, including supervisory experience; and/or any combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

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Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

July, 2005
Pay Grade 19
Exempt